

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

<input type="checkbox"/> Permanent	<input type="checkbox"/> Permanent Intermittent	<input type="checkbox"/> Limited-term (Temporary) Length _____	<input type="checkbox"/> Formal Training and Development Assignment
Position Title:	<u>Project Management Specialist</u>	Classification:	<u>SSM I SPECIALIST, LEAD</u>
Location:	<u>Central Office, 9645 Butterfield Way</u> <u>Sacramento, CA 95827</u>	Section/Unit	<u>Facilities</u> <u>Unit 556</u>
Salary Range:	<u>\$4346 - 5243</u>	Number of Vacancies:	<u>one</u>

Job Description:

Under the general direction of the Staff Services Manager II, the incumbent functions as a non-supervisory staff specialist and performs the most complex, critical and highly specialized functions related to the management of projects assigned to the Sacramento Metroplex Management and Design Unit. Performance of these duties will regularly require a high degree of professional and technical skills above the journey level.

Required Knowledge, Skills, Abilities:

- Effectively plan, organize and monitor work/project assignments to meet deadlines.
- Reason logically and creatively to resolve a variety of issues and problems.
- Effectively communicate with all levels of staff and management, both orally and in writing.
- Gain and maintain the confidence and cooperation of those contacted during the course of work (i.e. through the application of good negotiation skills and a sensitivity to office politics).

Desirable Experience/Qualifications:

- Knowledge of Facility operations and building systems.
- Knowledge of State Administrative Manual and Department of General Services rules and regulations relating to facility operations and building systems.
- Experience with Capital Outlay Budget Change Proposal development and budget management at the Section level.
- Reengineering, process improvement and customer service improvement methodologies.

Mail or hand deliver your application by: Until Filled

Contacts	To request a copy of the Duty Statement please call: <u>Cindy Montoya 845-6290</u>	To discuss the position please call: Manager, Facilities Section <u>Jim Shook 845-5668</u>
Address/Room #	<u>P. O. Box 550, Sacramento, CA 95803-0550 Attention: Unit 556 MS-B2</u>	

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation consists of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device. The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.